



Vermont Department of Education
Office of Educator Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501

Educator Licensing Application Instructions

(Revised January 2006)



Vermont Department of Education
Office of Educator Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501

Email questions to licensinginfo@education.state.vt.us

Educator Help Line: (802) 828-2445

Thank you for inquiring about educator licensing in Vermont. These instructions are designed to make the application process clear, efficient, and thorough.

Our approach to the licensing process is one of co-responsibility. You are asked to submit a complete application and related documents. We will act on it promptly and with care. Your close attention to what follows will help ensure that the process works well and is completed within a reasonable time.

Please read all of the information in this packet. It contains important information to guide you through the licensing process. Contact us if you have questions about the application process.

We look forward to working with you. Please contact us if we can be of further assistance.

Sincerely,

*The Office of Educator Licensing and Professional Standards
Vermont Department of Education*

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Vermont Department of Education
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120 State Street
Montpelier, VT 05620-2501

Dear Educator:

Thank you for contacting the Office of Educator Licensing. We hope you find the enclosed information useful.

Please keep this information in mind as you continue through your process with our office.

- **The Initial Phase** of all licensing processes (including initial licensure, additional endorsement, renewal, and reinstatement of a license) **has a processing time of 8-10 weeks.** The Initial Phase begins within a few days after we receive your application packet. Your packet is date stamped with the date of receipt, logged onto the computer and placed in a queue to be reviewed by a trained Licensing Specialist. All reviews are conducted according to the date the request is received. The length of the processing time is determined by the number of requests we receive at that time.

If your application is received and you have not submitted ALL required forms and fees, the application will be returned to you in its original packaging.

VERY IMPORTANT

Licensing staff will not give you a status check on your process nor make a determination over the phone during the Initial Phase. Please submit the post card provided in your packet, place a **stamp** and your address on the front of the card for confirmation that the Licensing Office has received your application.

- **The Second Phase begins when your file progresses to the front of the queue** and is reviewed by a Licensing Specialist. At this point the Licensing Specialist will notify you in writing. This form of communication is called a "Determination Letter" and will outline the next steps in your licensing process. The Licensing Office will not inform you of licensing decisions by phone.
- **The Third Phase continues as you make progress on the "next steps"**, if any, outlined in your Determination Letter. You will receive a new determination letter each time you complete another requirement. The length of time it takes to move from the third phase to being issued a license depends upon the information **you** supply the Licensing Office.
- **Your license will be printed 10-14 days after you complete Phase Three.**

Sincerely yours,

The Office of Licensing and Professional Standards

Contacting the Licensing Office:

E-mail licensinginfo@education.state.vt.us

Write to: **Office of Educator Licensing and
Professional Standards
Vermont Department of Education
120 State Street
Montpelier, Vermont 05620-2501**

Request an application or information

Licensing Help Line
Telephone: 802-828-2445
Fax: 802-828-5107
Monday through Friday
8:00 AM – 4:15 PM

Information about Vermont educator jobs
www.schoolspring.com

For salary information
www.vtnea.org

Types of Licenses and Fees

- **Level I Licenses (3 years) \$140.00**
Issued to beginning educators and valid for three years.
- **Level II Licenses (7 years) \$280.00**
Issued to experienced educators and valid for seven years. The Licensing Office will determine if you qualify for a Level II license.
- **Duplicate Copy of a Vermont license \$10.00**
Requests for a copy of an issued educator license must be made in writing. There is a \$10.00 replacement fee.

**It is your responsibility to notify the
Office of Educator Licensing
of any name and address changes.**

**Renewal information will be sent to the last
address on file in the Licensing Office.**



IMPORTANT

The top reason why applications are returned!



Sending a complete application is required.

INCOMPLETE APPLICATIONS WILL BE RETURNED

If we return an incomplete application, we will only retain a copy of our letter to you indicating what you need to do to complete the application. When reapplying, all forms must be resubmitted and new requirements, if any, must be met.



Applications are kept on file for six months.

**ALL REQUIREMENTS MUST BE COMPLETED WITHIN SIX MONTHS OF THE
DATE OF APPLICATION.**

General Licensing Information

There are **two routes** to becoming a licensed educator in Vermont

- 1. Traditional Route (application forms and fees).**
- 2. Vermont's Alternative Route known as Peer Review (educator-developed portfolio and fees).**

1. Traditional Route to Licensure.

If you qualify for the Traditional Route you may complete and submit an Application for Initial Licensure.

The traditional route requires:

- Completion of a state approved educator preparation program at a college or university through a bachelor, post-baccalaureate or masters degree program, **and** recommendation for licensure from the institution at the time of graduation. *(If the Licensing Office needs clarification on your recommendation for licensure we will contact your institution for you.)*

OR

- Meeting requirements under the rules of reciprocity.

All candidates who apply through the Traditional Route must also meet other licensing requirements which include testing, fingerprinting, etc.

What is reciprocity?

Though the term “reciprocity” is used widely across the country, the true meaning of the term is often overlooked. Reciprocity is a system whereby a recommendation for licensure from a state-approved education training program at an accredited college or university is recognized in another state. The reciprocity is governed by the Interstate Agreement developed by the National Association of State Directors of Teacher Education and Certification (NASDTEC).

Reciprocity is frequently misunderstood.

- Reciprocity does not guarantee that a license in one state can be “traded in” for a license in another state.
- Reciprocity does not guarantee that an educator license from one state is recognized by another state.
- Decisions of licensure through reciprocity vary from state to state and are not governed by the Interstate Compact. An educator should contact the licensing office for up-to-date licensure testing requirements.

What does it mean to “apply under the rules of reciprocity”?

Licensing regulations allow the Licensing Office to review the credentials of applicants from other states/countries under these conditions:

- If the candidate has graduated from a state approved educator preparation program in another state and received a recommendation for licensure from that institution for that state.

Or

- If a candidate has a current, comparable license (teacher, or administrator) from a state with which Vermont has signed the NASDTEC Interstate Agreement **provided the candidate can demonstrate at least 3 years of successful work in a school within the past 7 years in the licensure endorsement or subject area.** Those who do not meet this condition can obtain licensure through Vermont’s Alternative Route: The Peer Review process.

This new rule includes candidates who have been issued licenses in foreign countries. These candidates must also demonstrate they meet the equivalent degree requirements specified in the endorsement competencies via an official document credentialing organization. Please contact the Licensing Office for more information if you obtained your education or educator license in a foreign country.

What is NASDTEC?

The National Association of State Directors of Teacher Education and Certification (NASDTEC) was organized in 1928 to facilitate educator licensing from state to state, and to encourage communication between state educator licensing offices, federal agencies, national organizations, and professional educators. To learn more about NASDTEC, please visit www.nasdttec.org.

What is the Interstate Agreement?

The Interstate Agreement was originally developed by NASDTEC to assist teachers and other educators who completed state approved teacher education programs to obtain an educator license in another state. This Agreement represents the conditions under which interstate reciprocity will occur between member states. Not all states have signed the Agreement, and not all states participate in all educator categories. To read more about the NASDTEC Interstate Agreement, please visit www.nasdttec.org/contract.tpl

What states do not participate in the Interstate Agreement?

Two states do not participate in the Interstate Agreement and, consequently, do not have reciprocity with Vermont. Those states are Iowa, Minnesota.

Does Vermont participate in all educator categories of the Interstate Agreement?

The Interstate Agreement is divided into four categories: Teacher, Support Services, Administrator and Vocational.

Vermont participates only in the categories of teacher and administrator. There is no reciprocity for School Counselor, School Nurse, School Psychologist or Library Media Specialist. Those applying for categories not covered under agreement may apply for Vermont licensure through a Transcript Review process.

Which states have signed the Interstate Agreement with Vermont?

Vermont participates with 47 other states (plus the District of Columbia) as well as Guam and Puerto Rico in the teacher category, and 30 states plus the District of Columbia in the administrator category. **Vermont does not participate in the support services and vocational categories.**

The following states and territories are members of the Interstate Agreement and have signed an agreement with Vermont regarding reciprocity for **teachers**.

Alabama	Kentucky	Ohio
Alaska	Louisiana	Oklahoma
Arizona	Maine	Oregon
Arkansas	Maryland	Pennsylvania
California	Massachusetts	Puerto Rico
Colorado	Michigan	Rhode Island
Connecticut	Mississippi	South Carolina
Delaware	Missouri	South Dakota
District of Columbia	Montana	Tennessee
Florida	Nebraska	Texas
Georgia	Nevada	Utah
Guam	New Hampshire	Virginia
Hawaii	New Jersey	Washington
Idaho	New Mexico	West Virginia
Illinois	New York	Wisconsin
Indiana	North Carolina	Wyoming
Kansas	North Dakota	

The following states or jurisdictions are members of the Interstate Agreement and have signed an agreement with Vermont regarding the reciprocity for **administrators**.

Alabama	Louisiana	Texas
Alaska	Maine	Utah
Arizona	Maryland	Virginia
Colorado	New Jersey	Ohio
Delaware	New Mexico	Oklahoma
District of Columbia	New York	Oregon
Florida	North Carolina	Pennsylvania
Georgia	Rhode Island	Washington
Illinois	South Carolina	Wyoming
Indiana	South Dakota	
Kansas	Tennessee	

Will I qualify for a Vermont educator license via reciprocity?

The Licensing Office can make this determination after we receive a completed application packet from you. Determinations for reciprocity are not made via phone or emailed inquiries.

Can I qualify for a Vermont educator license if I graduated from a college/university in one of the two states that do not participate in the Interstate Agreement?

Yes.

<u>If you are a(n)</u>	<u>and</u>	<u>This is your next step:</u>
Teacher or administrator	attended a state-approved teacher preparation program in a state that has not signed the Interstate Agreement with Vermont	Contact the Office of Educator Licensing and request application materials. Complete a Vermont Educator Licensing Application. The Office of Educator Licensing will evaluate your application via a transcript review.
Administrator	have a masters degree and have met the Vermont educational requirements, but did not attend a state-approved preparation program in a state that has signed the Interstate Agreement	Contact the Office of Educator Licensing and request application materials. The Office of Educator Licensing will evaluate your application via a transcript review.

Can I qualify for a Vermont license if I am seeking licensure in a category not already listed like “Non-Instructional Support Personnel”, Guidance Counselor, or School Nurse?

Yes.

<u>If you are a</u>	<u>and</u>	<u>This is your next step:</u>
Support services professional such as School Counselor, School Nurse, School Psychologist, etc., or are seeking licensure in a vocational/technical area	Vermont has not signed this category on the Interstate Agreement.	Contact the Office of Educator Licensing and request application materials. The Office of Educator Licensing will evaluate your application via a transcript review.

Can I apply for an educator license if I have completed a college degree (bachelor or masters), but did not attend a state-approved educator preparation program?

<u>If you are a</u>	<u>and</u>	<u>This is your next step:</u>
Graduate of a Vermont college or university	have the required level of degree (bachelor or masters in the content area or a related field) for the license but did not complete the licensure program or did not receive a recommendation for licensure and do not have a license from another state with the required 3 of the past 7 years of experience , you may complete Vermont’s Alternative Licensing Route called Peer Review.	Read about Peer Review, <u>Vermont’s Alternative Route to Licensing</u> at www.state.vt.us/educ/new/html/licensing/alternate.html or ask for information by calling (802) 828-0449.

2. Alternative Route to Licensure: Peer Review

Most individuals wishing to become licensed as teachers or administrators have graduated from state approved preparation programs and received a recommendation for licensure from their institution. Vermont has created an “alternative route to licensure” for those who wish to become licensed educators **but have not** completed a traditional educator preparation program at a college or university. Vermont’s alternate route is called License by Evaluation or “Peer Review.” Peer Review is for individuals who have acquired the knowledge and skills needed to meet the 16 *Principles for Vermont Educators* and *the endorsement competencies and requirements they seek through coursework and life experience.*

Acceptance into the Peer Review Process requires a baccalaureate degree. If you would like more information on the Peer Review Process call the Peer Review Assistant at (802) 828-0449 or e-mailing your request to lhendrickson@education.state.vt.us. More information and the Peer Review Handbook are available by visiting, www.state.vt.us/educ/new/html/licensing/alternate.html.

How do I get more information?

The Office of Educator Licensing at the Vermont Department of Education can guide you through the educator licensing process. Please e-mail your request to licensinginfo@education.state.vt.us or call the Licensing Help Line at (802) 828-2445 to request application information.

INITIAL EDUCATOR LICENSE APPLICATION CHECKLIST

Checklist: A Complete Application Includes All Of These Items.

- ☐ **APPLICATION FOR VERMONT INITIAL EDUCATOR LICENSE.** Completed and signed.
- ☐ **OATH** (*notarized*)
- ☐ **CURRENT RESUME**
- ☐ **COMPLETED PINK Child Support, Tax and UCC Statement**
You must sign the statement regardless of whether or not you have children, pay taxes in Vermont or were an employer.
- ☐ **COPY OF TESTING SCORES FOR REQUIRED PRAXIS I AND PRAXIS II (CONTENT) TESTS.**
You must complete all testing prior to application. (See instructions on page 16 for more information)
- ☐ **OFFICIAL TRANSCRIPTS.** Your application must contain official transcripts in unopened envelopes sealed by the university or college. Request official transcripts in sealed envelopes from your college or university. **Do not open these transcripts at home.** Application packets received with open transcript envelopes will be returned to the applicant. This will significantly delay your process. **Include transcripts from all colleges you have attended.**
- ☐ **CRIMINAL RECORD CHECK REQUIREMENTS: You must complete either Process # 1 or # 2**
 - Process # 1**
 - Complete the **REQUEST FOR CRIMINAL RECORD CHECK FORM** (*Notarized*)
Fingerprints: Either completed LIVESCAN FINGERPRINTING and enclosed your RECEIPT or enclosed a completed “FD-258” FEDERAL APPLICANT FINGERPRINT CARD.
 - **Check or money order** for \$24.00 payable to the VT Department of Public Safety
 - Process # 2 (Only for those who qualify)**
 - Complete the **AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION FORM** if you have been fingerprinted in Vermont for employment in a school in the past. **Read the instructions on this form carefully.** This form must be sent to the Vermont supervisory union where your criminal record check was completed. Please read the complete instructions on the Authorization form carefully to see if you qualify.
 - You MUST enclose a copy of this completed form with your application packet.
- ☐ **CHECK OR MONEY ORDER FOR \$ 140.00** (Level I review and licensing fee) made out to the Vermont DOE - Licensing Office
- ☐ **Copy of out-of-state educator license** (Submit educator licenses from other states if applicable).
- ☐ **Copy of VT RN license** (for School Nurse and Associate School Nurse only)
- ☐ **Copy of mental health or MSW licenses** (for School Social Worker only)

Incomplete applications will be returned.

All items must be enclosed.

FINGERPRINTING AND CRIMINAL RECORD CHECK REQUIREMENT

All applicants for Vermont educator licensure must complete a criminal record check via fingerprinting.

Why do I have to be fingerprinted?

It's the law.

In order to help prevent the victimization of children by caregivers, Vermont law requires that applicants for certain positions which provide care or service to children must participate in a **Vermont Criminal Information Center** record check which includes a FBI national criminal record check. Because record checks based on the name and date of birth of an applicant can result in misidentification, fingerprints are used as the basis for the record check process. Fingerprinting is a cost-effective and non-intrusive way to protect applicants from false reports since no two individuals have ever been shown to have the same fingerprints.

Vermont Education Law Book

Title 16: Education

Chapter 5: COMMISSIONER OF EDUCATION

16 V.S.A. § 255. Public and independent school employees; contractors

§ 255. Public and independent school employees; contractors

(a) Superintendents, headmasters of recognized or approved Vermont independent schools and their contractors shall request criminal record information for the following:

(1) The person a superintendent or headmaster is prepared to recommend for any full-time, part-time or temporary employment.

(2) Any person directly under contract to an independent school or school district who may have unsupervised contact with school children.

(3) Any employee of a contractor under contract to an independent school or school district in a position that may result in unsupervised contact with school children.

(4) Any student working toward a degree in teaching who is a student teacher in a school within the superintendent's or headmaster's jurisdiction.

LIVESCAN Electronic Fingerprinting

The Vermont Crime Information Center (VCIC) has informed the Department of Education - Office of Educator Licensing that *LIVESCAN* is available in Vermont.

This electronic fingerprint process is designed to:

- increase security
- reduce processing time
- reduce rejections due to folded, stapled or damaged fingerprint cards, and
- prepare for electronic submission of fingerprint cards from VCIC to the Federal Bureau of Investigation (FBI).

What is the process?

If you are a student teacher or teacher working under a temporary license (Provisional, Emergency or Apprenticeship)

Student teachers and teachers working under a Provisional or Emergency license will begin their process at the supervisory union office. After receiving the appropriate forms, applicants visit one of the Vermont Identification Centers to have their fingerprints taken. **The Office of Educator Licensing strongly recommends that applicants take advantage of the LIVESCAN process at one of the eight centers listed on the back of this sheet.**

After the fingerprints are taken, the applicant must take or send the paper fingerprint card or the fingerprint receipt (if taken by *LIVESCAN*) back to the supervisory union and complete the process.

If the supervisory union processes your criminal record check, they will receive the completed criminal record report. The educator must sign an Authorization to Release Criminal Record Report (available from the Licensing Office) allowing the supervisory union office to share your report with the Office of Educator Licensing.

If you are an educator applying for your first Vermont educator license:

Applicants for an educator license will begin their process by completing all application forms including the Criminal Record Check Form found in the application packet. Applicants must visit one of the Vermont Identification Centers to have their fingerprints taken. **The Office of Educator Licensing strongly recommends that applicants take advantage of the LIVESCAN process at one of the eight centers, listed on page 15, with this equipment.**

After the fingerprints are taken, the applicant must send the CRC form and paper fingerprint card (or the fingerprint receipt if taken by *LIVESCAN*) with all required application documents to the Office of Educator Licensing.

FREQUENTLY ASKED QUESTIONS ABOUT FINGERPRINTING

What happens if my fingerprints cannot be read?

The Office of Educator Licensing strongly recommends that applicants take advantage of the *LIVESCAN* process at one of the eight centers with this equipment to minimize the chance of returned prints. If either the VCIC or FBI rejects your fingerprints because they cannot be read, you must have the fingerprints retaken.

How long will the Criminal Record Check take?

It may take as long as 16 weeks to process a record criminal record check through the FBI **once a good set of fingerprints is received by VCIC**. The FBI receives over 25,000 sets of fingerprints each day. Because of this volume, special arrangements or priority service is NOT AVAILABLE from the FBI. Applicants must factor this time requirement in when submitting their application form to the Office of Educator Licensing.

The Office of Educator Licensing cannot process an application until a completed criminal record check has been received from the FBI via VCIC.

Applicants with A Vermont Criminal Record

If VCIC or the FBI discover that an applicant has a criminal record, VCIC will return the request packet to the requesting agency (the Superintendent's Office or Licensing Office) for review.

How do I get fingerprinted in Vermont?

The Vermont Crime Information Center (VCIC) and the Vermont Department of Education Licensing Office strongly recommend applicants use the *LIVESCAN* process for fingerprinting.

This electronic fingerprint process is designed to:

- increase security
- reduce processing time
- reduce rejections due to folded, stapled or damaged fingerprint cards, and
- prepare for electronic submission of fingerprint cards from VCIC to the Federal Bureau of Investigation (FBI).

Please read the enclosed blue "LIVESCAN" brochure for information on how and where *LIVESCAN* can be accessed in Vermont.

I don't live in Vermont. Do I still have to be fingerprinted?

Yes.

Your application will not be processed until we receive:

1. Your notarized Request for Criminal Record Report sheet,
2. Your completed fingerprint card or *LIVESCAN* receipt, and
3. \$ 24.00 fee payable to the Vermont Department of Public Safety.

Do I have to go to Vermont to be fingerprinted?

No, however you must be fingerprinted on a “**FD-258**” **Federal Applicant Fingerprint Card**. This card is available at state fingerprinting sites. (Contact your state police for a listing of sites near you).

What does the “FD-258” Federal Applicant Fingerprint Card look like?

This card is a white card with blue lettering. A description of how to take a proper set of fingerprints is found on the back. The card is clearly marked “**FD-258**” **Federal Applicant Fingerprint Card**.

NOTE TO OUT-OF-STATE APPLICANTS:

When the Vermont Crime Information Center (VCIC) receives a FD-258 card, the “Out of State Agency ORI (Agency Identifier)” on the fingerprint card will be changed to the VCIC number. The results will be sent to VCIC and not any other agency.

READ AND FOLLOW THESE HELPFUL HINTS TO AVOID A REJECTED CARD:

- Do not use blue ink or highlighter anywhere even if the officer says it’s okay. Cards with these markings will be rejected.
- Do not fold or staple the card
- Do not spill anything on the card. If spoiled, the card will be rejected.
- Fill out the form completely. Cards received without required information will be rejected.

Do not contact VCIC or the Vermont Department of Education Licensing Office for a fingerprint card.

VCIC and VT DOE Licensing Office can never under any circumstances send a blank card to any person or any law enforcement agency. It is the responsibility of the “out of state” applicant to find a law enforcement agency in their state that is willing to provide this customer service.

Call for an appointment today!

***LIVESCAN* is available at:**

Burlington Police Department	(802) 658-2700
Hartford Police Department	(802) 295-9425
Rutland Police Department	(802) 773-1838
St. Johnsbury Police Department	(802) 748-2314
Swanton Police Department	(802) 868-4100
Washington County Sheriff’s Office	(802) 223-3001
Windham County Sheriff’s Office (Newfane)	(802) 365-4942
Bennington County Sheriff’s Office	(802) 442-4900

TESTING REQUIREMENTS

PRAXIS I

All candidates seeking initial educator licensure in Vermont and who are not exempt under the experienced educator clause (§5247 of the Licensing Regulations), are required to meet the passing scores established by the State Board of Education on the Praxis I examinations in reading, writing, and mathematics.

PRAXIS II

All candidates seeking an initial license or an additional endorsement in Mathematics (7-12), Social Studies (7-12), English (7-12), Science (7-12), Elementary Education (K-6), Art (K-12), Music (K-12), and Physical Education (K-12) must achieve passing scores on the required Praxis II Subject Assessments. These tests focus primarily on content knowledge rather than pedagogy.

All candidates seeking an initial license or an additional endorsement in Modern & Classical Languages (French, German, Latin and Spanish) must achieve passing scores on the required Praxis II Content Knowledge AND Productive Language Skills tests.

A copy of “Vermont’s Testing Requirements For Educator Licensure” is included in this packet. You can also find this information on our web site at the address listed below. Please read these requirements carefully.

www.state.vt.us/educ/new/pdfdoc/licensing/testing/testing_brochure_06.pdf

For more information on the Vermont testing requirement
contact the Vermont Department of Education

Praxis Testing Specialist

Email: lhendrickson@education.state.vt.us

Telephone: 802-828-0449

PRAXIS I

All candidates seeking initial educator licensure in Vermont and who are not exempt under the experienced educator clause (§5247 of the Licensing Regulations), are required to meet the passing scores established by the State Board of Education on the Praxis I examinations in reading, writing, and mathematics.

The Praxis I Academic Skills Assessment is designed to assess licensure candidates’ level of knowledge and skills in the basic skills areas of reading, writing, and mathematics. Praxis I does not assess one’s knowledge of teaching nor does it predict who will become a good teacher or administrator. Praxis I results only provide information on a candidate’s knowledge and abilities in reading, writing, and mathematics. The assessments are available in two formats:

*** Paper-based Pre-Professional Skills Tests (PPST)** in reading and mathematics are one-hour multiple choice tests. The writing test includes both a 30-minute multiple choice and a 30-minute essay section. *In Vermont, the PPST is administered at the locations indicated in this brochure.*

*** Computerized Pre-Professional Skills Tests (C-PPST)** in reading, writing, and mathematics contain computer-delivered questions that require selecting single responses or highlighting information. The writing test includes an essay section. Each testing session is two hours long to allow sufficient time for tutorials on computer use, the test itself, and the collection of background information for score reporting. Scores for the computer-based reading and mathematics tests can be seen on the computer at the end of the testing session. Because all essays must be sent to ETS for scoring, a score for the writing test will not be available immediately. Official score reports will be mailed within two or three weeks after the test date. *In Vermont, the Computerized PPST is only given in Williston. In order to register, call (802) 872-0251 or call the Prometric Candidate Services at 800-853-6773. Do NOT use the PPST standard registration form.*

Praxis I Test Codes, Cut Scores and Fees				
	PPST		C-PPST	
	Test Code	Cut Score	Test Code	Cut Score
Reading	0710	177	5710	177
Writing	0720	174	5720	174
Mathematics	0730	175	5730	175
Composite		526		526
Costs	\$40 registration fee plus \$35 per test		\$85 - 1 test \$110 - 2 tests \$135 – 3 tests	

POLICIES REGARDING PRAXIS I

There are two policies related to Praxis I which create greater flexibility for educators seeking licensure while still maintaining Vermont’s high standards for competency in the basic skills.

Composite Scores: Candidates seeking initial Vermont licensure must meet either the three individual Praxis I tests scores (i.e., Reading–177, Writing–174, and Mathematics–175) or a composite score of 526 (i.e., the total of the three passing scores).

Alternatives to Praxis I: The State Board of Education has adopted the following assessments as alternatives to Praxis I. The results of these assessments will be accepted in lieu of Praxis I if licensure candidates meet the total and minimum scores presented below. Based on correlational studies, these scores were found to be equivalent to Vermont’s passing scores on the Praxis I Pre-Professional Skills Tests.

	Total	Minimum Scores Required	
Graduate Record Exam (GRE)	1100*	500 (Verbal)	500 (Quantitative)
Scholastic Aptitude Test (SAT)	1100	500 (Verbal)	500 (Math)
American College Test (ACT)		22 (English)	22 (Math)

*The GRE has three sections – verbal, quantitative, and analytical. The total score is the combination of only the verbal and quantitative GRE test scores. For information on how to submit GRE, SAT, or ACT scores as alternatives to Praxis I, please contact Linda Hendrickson (phone: 802-828-0449; e-mail: lindahendrickson@education.state.vt.us).

PRAXIS II

All candidates seeking an initial license or an additional endorsement in Mathematics (7-12), Social Studies (7-12), English (7-12), Science (7-12), Elementary Education (K-6), Art (K-12), Music (K-12), and Physical Education (K-12) must achieve passing scores on the required Praxis II Subject Assessments. These tests focus primarily on content knowledge rather than pedagogy.

Beginning October 1, 2005 all candidates seeking an initial license or an additional endorsement in Modern & Classical Languages (French, German, and Spanish) must achieve passing scores on the required Praxis II Content Knowledge AND Productive Language Skills tests. Beginning December 1, 2005 all candidates seeking an initial license or an additional endorsement in Modern & Classical Languages (Latin) must achieve a passing score on the required Praxis II Content Knowledge test.

Praxis II Test Codes, Cut Scores, and Fees (does not include \$40 registration fee)						
Endorsement Area	Candidates must meet a passing score on the multiple choice <u>or</u> essay version. A Passing score on only 1 test is required.					
	Multiple Choice(MC)			Essay		
	Test Code	Cut Score	Fee	Test Code	Cut Score	Fee
Art				0131	148	\$75
Elementary Education	0014	148	\$75			
English	0041	172	\$75	0042	160	\$90
Math	0061	141	\$75	0063	154	\$75
Music	0113	153	\$75	0111	150	\$75
Physical Education	0091	147	\$75	0092	154	\$75
Social Studies	0081	162	\$75	0083	165	\$75
Science	Candidates must meet a passing score on the General Science multiple choice <u>OR</u> essay test <u>AND</u> one subject specific test of their choosing. Passing scores on 2 tests are required.					
General Science	0435	157	\$75	0433	145	\$75
Biology	0231	161	\$60	0233	150	\$75
Chemistry	0241	150	\$60	0242	150	\$75
Earth Science	0571	158	\$75			
Physics	0261	133	\$60	0262	150	\$75
Modern & Classical Languages	Candidates must meet passing scores on both the content knowledge and productive language tests, <u>except</u> for a Latin endorsement.					
French	0173	157	\$75	0171	163	\$75
German	0181	148	\$75	0182	169	\$75
Spanish	0191	163	\$75	0192	165	\$75
Latin	0600	580	\$75			

FREQUENTLY ASKED QUESTIONS

Who is exempt from taking Praxis I and Praxis II tests?

- Candidates who qualify under interstate reciprocity and who have at least 3 years employment experience within the past 7 years as a licensed educator in the endorsement area being sought
- Candidates who otherwise qualify for licensure or endorsement and who have achieved National Board Certification® in the comparable endorsement area

I have a Vermont license in Elementary Education and will complete my degree in Special Education in spring 2006. Do I need to take any Praxis tests?

No. Anyone who already has a Vermont license does not need to take the Praxis I tests and special education is not one of the endorsement areas for which a Praxis II test is currently required.

I took the Praxis tests a few years ago in a different state. Can I use those scores or do I have to take the test again?

If candidates complete tests that have the same codes as the tests Vermont has adopted and the scores meet or exceed Vermont's passing scores, these scores can be used. Candidates should contact the Educational Testing Service and request that an official score report be sent to the Vermont Department of Education using recipient code “8410.”

But I didn't know about this and missed the test date. I have a job offer and need a license. What can I do?

Speak to your superintendent about obtaining an Emergency, Provisional, or Apprenticeship license. Each has different requirements. Your superintendent must initiate the process; then the Licensing Office will contact you at your home address.

I want to apply for a license in Trades and Industry. Do I need to take a Praxis test?

Yes. Candidates applying for any Level I license must submit passing scores on the Praxis I Pre-Professional Skills Test (PPST).

I want to apply for initial Vermont licensure as an administrator or support professional (e.g., school nurse, guidance counselor). Do I need to take a test?

Yes. All educators seeking initial Vermont licensure must meet passing scores on the Praxis I tests unless they fall under one of the exemption categories described previously.

FREQUENTLY ASKED QUESTIONS (continued)

Will there be other endorsement areas that will require a Praxis II Subject Assessment test?

Subject Assessments for other licensure endorsement areas (i.e., Middle Grades; Early Childhood Education) are in the process of being validated and will become a requirement no sooner than October 1, 2006.

Can scores be used from other tests (e.g., CBEST, NTE, NYSTE, MSAT) in lieu of Praxis I?

No. The State Board of Education has not adopted any of these tests as alternatives to Praxis I.

How do Vermont’s testing requirements apply to Peer Review candidates?

Peer Review candidates must meet all licensure testing requirements that are in effect when the Licensing and Professional Standards Office receives the candidate's application for a license.

Please note that Peer Review candidates can only apply for a license after the panel has recommended the candidate for licensure and the candidate has received written confirmation of such from the Licensing and Professional Standards Office.

I am applying for SLP/Audiology licensure in Vermont. What tests are required?

Applicants for licensure as an SLP or audiologist must pass the appropriate Praxis II subject assessment (SLP -test code 0330; audiology -test code 0340). Vermont’s passing score for either assessment is 600. **In addition**, applicants who wish to acquire the Educational Speech Language Pathology endorsement (required for work as an SLP in Vermont schools) must met the passing scores for the Praxis I tests explained previously.

I previously held a Vermont educator license and wish to reinstate it. Do I have to meet the testing requirements?

No. Vermont’s testing requirements do not need to be met for reinstatement of a previously held educator license.

I am applying for the science endorsement limited to a specific science subject (i.e., biology, chemistry, physics, or earth science). Do I need to take a Praxis II General Science Subject Assessment test?

No. Applicants would be required to meet Vermont’s passing score on the applicable Praxis II subject specific test only.

Vermont Test Centers and Test Dates			
Test Locations by Region	Test Dates	Registration Must be Received By	Late Registration Must be Received By (w/ \$40 late fee)
Contact ETS for Vermont locations	08/06/05	07/07/05	07/14/05
Northwest: Champlain College Southwest: Castleton State College North Central: Johnson State College Northeast: Lyndon State College Central: Norwich University (Praxis I only) Southeast: Woodstock Union High School	09/17/05*	08/18/05	08/25/05
Same as above	11/19/05	10/20/05	10/27/05
Same as above except Norwich University	01/07/06*	12/08/05	12/15/05
Same as above except Norwich University	03/04/06	02/02/06	02/09/06
Same as above except Norwich University and Woodstock UHS	04/29/06*	03/30/06	04/06/06
Same as above except Norwich University	06/10/06*	05/11/06	05/18/06
Contact ETS for Vermont locations	08/05/06	07/06/06	07/13/06
*Primary Language Not English (PLNE) administration dates also			

ETS will automatically report to the Vermont Department of Education all scores of tests administered at Vermont Test Centers.

Licensure candidates planning to take any Praxis tests outside Vermont will need to use recipient code "8410" in order for the Vermont Department of Education to receive an official score report. **Only test scores received directly from ETS will be considered official.**

For more information on Praxis or to register to take a test, log onto www.ets.org/praxis or call the Educational Testing Service (ETS) customer service at 1-800-772-9476.

The *Tests at a Glance* (TAAG) developed for Praxis I and Praxis II assessments provide a framework for your study and review of material that could be covered in your test. These are free; anyone can download and review these from the Praxis Series web site at www.ets.org/praxis or request a printed version by calling the customer service number at ETS. Sample test questions can be downloaded at the same web site. Study guides for Praxis I and most Praxis II assessments can also be purchased through the ETS web site. Praxis I study guides are also available at many bookstores.

VERMONT'S TESTING REQUIREMENTS FOR EDUCATOR LICENSURE

2005-2006



For more information on testing
Contact: Linda Hendrickson
Email: lindahendrickson@education.state.vt.us
Telephone: 802-828-0449



Vermont Department of Education
Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501

Application for Initial Vermont Educator License

Please type or print clearly. This application will become a permanent document in your file.
You will receive a written response when your application has been reviewed.
Processing time: 8-10 weeks

1. Social Security Number 2. Date of Birth: ____/____/____

3. Name: _____
Last First MI

4. Maiden or previous name(s) _____

5. Address: _____
Street/PO Box City/Town State ZIP

6. Sex: F ☐ M ☐ 7. Phone: () _____ 8. E-mail: _____

9. What endorsement(s), are you applying for? (Refer to the enclosed Endorsement Codes list on back)
Endorsement(s)

--	--

10. Have you ever held a Vermont professional educator's license? Yes ☐ No ☐

If yes, what year did it expire? _____

Under what name were you licensed in VT _____

11. Have you received a contract offer in Vermont? Yes ☐ No ☐

If yes, indicate Year ____ - ____ School District _____ School _____

Position _____ Starting date _____

Do not write below this line: For Department of Education Use Only

Lic. Type	Issued		Expires								
	MONTH / DAY	YEAR	MONTH / DAY	YEAR		1	2	3	4	5	6
Level I			6 30	201							
Level II			6 30	201							

Go to page 2 ➔

12. EDUCATION: The Licensing Office must receive original transcripts confirming all college and university study. **Photocopies of transcripts are not acceptable.**

College/University, City/State	Dates Attended	Degree Awarded	Major

13. LICENSING RECOMMENDATION: Check all applicable statements.

- ☐ I completed a state-approved teacher preparation program at a college/university and received a recommendation for educator licensure at the time of graduation.
- ☐ I completed an alternative licensing program in another state which was **not** part of my college degree program.
- ☐ I received a recommendation for licensure through the Vermont Peer Review process.

14. LICENSES OR CERTIFICATES CURRENTLY HELD. Copy both sides of the document. *(List most recent first.)*

Title of License or Certificate	State	Expiration Date	Subject/Endorsement Area	Grade Level

15. Education Employment Record *(List most recent first. Include months and year, e.g., 9-03 – 6-05.)*

Dates	State	School	Subject	Grade	% of Time

Number of years public school experience: _____ Number of years private school experience: _____

Go to page 3 ➔

16. Each question below must be answered.

If the answer to any items is “yes”, you must attach a complete explanation and relevant documents. A “yes” answer to any of these questions is not an automatic bar to licensure. The circumstances will be investigated and reviewed.

	Yes	No	
A.			Have you ever been convicted of a felony or misdemeanor? If yes, please provide a written explanation and specify the court that issued the conviction. Please note that a plea of <i>nolo contendere</i> counts as a conviction of a criminal offence. .
B.			Do you currently face charge(s) for any felony or misdemeanor? If yes, provide a certified copy of the charge(s) and the name and full address of the court, the complaint number, and any scheduled court proceedings.
C.			Have you ever had any professional license or certificate, including any renewals thereof denied, suspended or revoked in Vermont or elsewhere?
D.			Have you ever voluntarily surrendered a professional license or certificate?
E.			Is there any pending action in Vermont or elsewhere to deny, suspend or revoke your professional license or certificate?
F.			Have you ever resigned a position following an allegation of incompetence or misconduct including but not limited to physical, emotional, or sexual abuse or harassment? If yes, attach a complete explanation, with date, place, allegation and resolution.
G.			Have you ever been suspended or discharged from employment? If yes, attach a complete explanation with date, place, allegation and resolution. .

Certification and Signature

I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information, as described in Sections 5711 of the “Regulations Governing the Licensing of Educators and the Preparation of Education Professionals” of the Vermont State Board of Education, may be grounds for denial of a license or for subsequent suspension or revocation thereof.

Signature _____ Date _____

VERMONT APPROVED EDUCATOR ENDORSEMENT CODES

Each license must have one or more endorsements. An endorsement specifies the instructional level and the endorsement content area in which the license holder is authorized to perform educational services. The first digit in an endorsement code denotes the grade or age range the educator may serve, and the latter two digits denote the content area. (Example: 2-05 = Grade 7-12 English)

Instructional Levels

Some instructional levels are restricted to specific endorsements. Please refer to the endorsement competencies and endorsement authorization statement (located under the endorsement name) for the instructional levels available for the endorsement. **Note: Not all instructional levels can be assigned to all endorsement.**

<u>Code</u>	<u>Range</u>	<u>Restrictions</u>
0	Birth through Grade 3	Early Childhood Education only
1	Grades K-6	Elementary Education only
2	Grades 7-12	No restriction
3	Grades PreK-12	No restriction
4	Grades 5-9	Middle Grades only
5	Age 3 through age 6	Early Childhood Special Educator only
6	Age 3 through age 21	Educational Speech Language Pathologist, Director of Special Education, Teacher of the Blind and Visually Impaired, Teacher of the Deaf and Hard of Hearing, and Intensive Special Education only
7	Grades PreK through 6	Not available for English, Social Studies, Mathematics, Science, Middle Grades
8	Grades K-8	Special Educator and Consulting Teacher only
9	Grades 5-12	Family and Consumer Science, and Design and Technology Education only
10	Grade 7 through age 21	Special Educator, Consulting Teacher, and Adult Services Coordinator
11	Grade 9 through 12	Trades & Industry, Technical Professional and those marked with "*" only
12	Grades K through age 21	Special Educator, Consulting Teacher

Endorsement Content Areas

00	Elementary Education	30	Driver Education
01	Agriculture, Food and Natural Resources	31	Health Education
02	Art	32	* Occupational Family and Consumer Sciences
03	Business and Administration	34	* Health Services
04	* Business and Administration in Career and Technical Centers	35	* Marketing and Sales Services
05	English	36	Early Childhood Education
06	Modern and Classical Languages:	37	Theatre Arts
	A. French	38	Dance
	B. Spanish	39	Bilingual Education
	C. German	40	English as a Second Language
	D. Russian	42	Educational Technology Specialist
	E. Latin	54	School Social Worker
	F. Greek	60	* Cooperative Career and Technical Education
08	Physical Education	61	Library Media Specialist
09	Family and Consumer Sciences	64	School Counselor
10	Design and Technology Education	65	School Nurse
11	Mathematics	65A	Associate School Nurse
12	Music	66	School Psychologist
13	Science	67	Teacher of the Blind and Visually Impaired
14	Computer Science	68	Teacher of the Deaf and Hard of Hearing
15	Social Studies	73	* Career and Technical School Counseling Coordinator
17	* Trades & Industry (endorsements available upon request)	76	Reading/English Language Arts Specialist
18	* Technical Professional (endorsements available upon request)	78	Reading /English Language Arts Coordinator
19	Middle Grades	80	Early Childhood Special Educator
	A. English	81	Intensive Special Needs
	B. Mathematics	82	Special Educator
	C. Science	84	Educational Speech Language Pathologist
	D. History/Social Science	85	Consulting Teacher
		87	* Career and Technical Special Needs Teacher
		89	Other

Administrator Endorsements Areas

20	Adult Services Coordinator	90	Superintendent
75	Supervisor	91	Principal
86	Director of Special Education	92	Career and Technical Center Director

INITIAL EDUCATOR LICENSE APPLICATION CHECKLIST

Checklist: A Complete Application Includes All Of These Items.

- ☐ **APPLICATION FOR VERMONT INITIAL EDUCATOR LICENSE.** Completed and signed.
- ☐ **OATH** (*notarized*)
- ☐ **CURRENT RESUME**
- ☐ **COMPLETED PINK Child Support, Tax and UCC Statement**
You must sign the statement regardless of whether or not you have children, pay taxes in Vermont or were an employer.
- ☐ **COPY OF TESTING SCORES FOR REQUIRED PRAXIS I AND PRAXIS II (CONTENT) TESTS.**
You must complete all testing prior to application. (See instructions on page 16 for more information)
- ☐ **OFFICIAL TRANSCRIPTS.** Your application must contain official transcripts in unopened envelopes sealed by the university or college. Request official transcripts in sealed envelopes from your college or university. **Do not open these transcripts at home.** Application packets received with open transcript envelopes will be returned to the applicant. This will significantly delay your process. **Include transcripts from all colleges you have attended.**
- ☐ **CRIMINAL RECORD CHECK REQUIREMENTS: You must complete either Process # 1 or # 2**
 - Process # 1**
 - Complete the **REQUEST FOR CRIMINAL RECORD CHECK FORM** (*Notarized*)
Fingerprints: Either completed LIVESCAN FINGERPRINTING and enclosed your RECEIPT or enclosed a completed “FD-258” FEDERAL APPLICANT FINGERPRINT CARD.
 - **Check or money order** for \$24.00 payable to the VT Department of Public Safety
 - Process # 2 (Only for those who qualify)**
 - Complete the **AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION FORM** if you have been fingerprinted in Vermont for employment in a school in the past. **Read the instructions on this form carefully.** This form must be sent to the Vermont supervisory union where your criminal record check was completed. Please read the complete instructions on the Authorization form carefully to see if you qualify.
 - You MUST enclose a copy of this completed form with your application packet.
- ☐ **CHECK OR MONEY ORDER FOR \$ 140.00** (Level I review and licensing fee) made out to the Vermont DOE - Licensing Office
- ☐ **Copy of out-of-state educator license** (Submit educator licenses from other states if applicable).
- ☐ **Copy of VT RN license** (for School Nurse and Associate School Nurse only)
- ☐ **Copy of mental health or MSW licenses** (for School Social Worker only)

Incomplete applications will be returned.

All items must be enclosed.

This form must be
NOTARIZED



Vermont Department of Education
Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501
(802) 828-2445

Oath or Affirmation

- ☐ I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Vermont and the Laws of the United States and of the State of Vermont.

Signature

Date

- ☐ I am a citizen of a foreign country. Under Title 16 § 12, I am not required to sign this Oath.

Signature

Date

To be valid this must be completed by a notary public.

Subscribed and sworn or affirmed before me this ____ day of _____, 200__.

Signature

Title

VERMONT DEPARTMENT OF EDUCATION

Applicant's Statement Regarding Child Support, Taxes, Unemployment Compensation Contributions

Pursuant to 15 V.S.A. § 795, 32 V.S.A. § 3113, and 21 V.S.A. § 1378 you are required to answer the following:

Child Support

You must check one of the three statements below regarding child support: As of the date of this renewal application:

_____ **This does not apply to me, because I do not have any children; OR**

_____ **I do not owe any child support, or I do owe child support, but am under a plan with the Office of Child Support to pay all child support due; OR**

_____ **I am behind in my child support, and I request that the licensing authority determine that immediate payment of child support would impose an unreasonable hardship. Please forward an Application for Hardship.**

Taxes

You must check one of the two statements below regarding taxes. As of the date of this renewal application:

_____ **All tax returns have been filed, and I do not owe any taxes, or I owe taxes but am under a plan with the Department of Taxes to pay all taxes due or they are under appeal; OR**

_____ **I am behind in my tax payments and I request that the licensing authority determine that immediate payment of taxes would impose an unreasonable hardship. Please forward an Application for Hardship.**

Unemployment Compensation

You must check one of the three statements below regarding unemployment contributions or payments in lieu of unemployment contributions. As of the date of this renewal application:

_____ **This does not apply to me, because I am not now, nor have I ever been, an employer; OR**

_____ **I do not owe any unemployment compensation, or I owe unemployment compensation but am under plan with the Unemployment Division to pay any and all unemployment compensation due; OR**

_____ **I am behind in my unemployment compensation payments and I request that the licensing authority determine that immediate payment would impose an unreasonable hardship. Please forward an Application for Hardship.**

Social Security # _____ * Date of Birth ____/____/19____

* The disclosure of your social security number is mandatory, it is solicited by the authority granted by 42 U.S.C. § 405 (c)(2)(C), and will be used by the Departments of Taxes, Child Support and Employment and Training in the administration of Vermont law, to identify individuals affected by such laws. Your Social Security Number Is Not Subject to Disclosure as Part of a Public Records Request.

Statement of Applicant

I certify that the information stated by me in this application is true and accurate to the best of my knowledge, and that I understand providing false information or omission of information is unlawful and may jeopardize my license/certification status.

Signature of Applicant

Date

**Authorization to Release
Criminal Record Check Information
to the Vermont Department of Education**

The AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION form may be used in place of the Request for Criminal Record Check form and fingerprinting in the educator licensing process **if you qualify for one of the two conditions below.**

Criminal Record Check information cannot be forwarded to the Department of Education without this form.

CONDITION # 1: VERMONT STUDENT TEACHERS

To qualify to use this form you must meet all three of the following conditions.

- If you completed your student teaching in Vermont, **and**
- you completed a Request for Criminal Record Check form and fingerprinting with the supervisory union where you performed your student teaching, **and**
- that process was completed less than one year prior to our receipt of your educator license application.

YOU MAY USE THE ATTACHED FORM.

CONDITION # 2: CURRENT VERMONT TEACHERS

To qualify to use this form you must meet all three of the following conditions.

- If you completed a Request for Criminal Record Check form and fingerprinting with a supervisory union for employment purposes, **and**
- that process was completed less than one year prior to our receipt of your educator license application, **and**
- you have had continuous employment in a school district since that time

YOU MAY USE THE ATTACHED FORM.

You must complete all 4 steps:

1. Complete this form.
2. Make a copy of your completed form.
3. Send the original completed form to the supervisory union that originally processed the criminal record check.
4. Enclose the copy of the completed form in your Application Packet. Your application **will be returned** if you use this form but do not include a copy in your application packet.

ALL OTHERS

- If you never submitted a Request for Criminal Record Check form for employment in a Vermont school district, **and/or**
- you have never had your fingerprints taken in Vermont

YOU MAY NOT USE THE ATTACHED FORM

You must submit a Request for Criminal Record Check Form and fingerprints with your license application.



Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

**AUTHORIZATION TO RELEASE
CRIMINAL RECORD CHECK INFORMATION
TO THE VERMONT DEPARTMENT OF EDUCATION**

I, _____, Social Security # _____
(print name)

hereby authorize the Superintendent of the _____
Supervisory Union/District to release the results of the criminal background check that was
conducted for employment purposes to the Vermont Department of Education – Office of Educator
Licensing and Professional Standards for the purpose of processing my application for initial
educator licensure. I have read and understand the “Maintenance and Destruction Policy” below.

I understand that I am not required to release this information but voluntarily agree to do so.

(Signature)

(Date)

Maintenance and Destruction Policy

1. The Vermont Department of Education will provide applicants with an “Authorization to Release Criminal Record Check Information to the Vermont Department of Education” form.
2. An applicant has the right to challenge the accuracy of the record by appealing to the Vermont Criminal Information Center at:
State of Vermont Department of Public Safety Vermont Criminal Information Center
103 South Main Street
Waterbury, VT 05671-2101
Phone: (802) 244-8727
3. The Department of Education will use criminal record information received from VCIC for the purpose intended by law and not disclose the contents of criminal record information without the applicant’s permission to any person other than the applicant and properly designated employees of the Department who have a documented need to know the contents of the record.
4. The Department of Education will maintain a confidential log of all criminal history requests for three years.
5. At the end of the retention period logs and requests for records will be destroyed.
6. The Department of Education’s criminal history log and all records relating to requests for criminal records are available to the Vermont Criminal Information Center for audit at least once every two years.
7. Any request for criminal record information or dissemination of criminal history information which is inconsistent with VSA Title 16, Chapter 5, Subchapter 4 or VCIC regulations is a violation of state and federal law.

DIRECTIONS FOR COMPLETING REQUEST FOR CRIMINAL RECORD CHECK

The Vermont Legislature permits the Commissioner of Education to seek criminal record checks through the FBI and other states, where you may have resided or been employed previously, when you apply for initial licensure as a professional educator in Vermont. Pursuant to VSA, Title 16, Chapter 5, Subchapter 4, you will be asked to take the following steps with regard to criminal record background checks at the time you apply for initial licensure. The criminal record check must be completed before you can receive a license so it is important that you complete these steps promptly. Please allow at least a period of 12 weeks for processing of a FBI record check.

1. Complete the Request for Criminal Record Check form. Be sure to answer all questions completely. You must have the form notarized.
2. Call your local police department or State Police barracks and find out the procedure for fingerprinting. (Some departments charge a nominal fee, some require an appointment.) The Office of Educator Licensing strongly recommends applicants use the LIVESCAN fingerprint process. After you have your fingerprints taken, you will be given the fingerprint card or a receipt to return to the Department of Education. **The fingerprint card MUST be an FBI Applicant card, white with blue print, form number FD-258. Any other card used will be rejected by the FBI.**
3. Send this completed Request for Criminal Record Check form, the fingerprint card or receipt and a check for \$24.00, made payable to the **Vermont Department of Public Safety** to:
Vermont Department of Education Educator Licensing Office
120 State Street, Montpelier, VT 05620-2501

Maintenance and Destruction Policy

1. The Vermont Department of Education will provide applicants with an "Authorization to Release Criminal Record Check Information to the Vermont Department of Education" form.
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State of Vermont Department of Public Safety Vermont Criminal Information Center
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3. The Department of Education will use criminal record information received from VCIC for the purpose intended by law and not disclose the contents of criminal record information without the applicant's permission to any person other than the applicant and properly designated employees of the Department who have a documented need to know the contents of the record.
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6. The Department of Education's criminal history log and all records relating to requests for criminal records are available to the Vermont Criminal Information Center for audit at least once every two years.
7. Any request for criminal record information or dissemination of criminal history information which is inconsistent with VSA Title 16, Chapter 5, Subchapter 4 or VCIC regulations is a violation of state and federal law.

LIVESCAN Electronic Fingerprinting Equipment

Now available in Vermont!

The Vermont Crime Information Center (VCIC) has informed the Department of Education - Office of Educator Licensing that *LIVESCAN* is now available in Vermont.

This electronic fingerprint process is designed to:

- increase security
- reduce processing time
- reduce rejections due to folded, stapled or damaged fingerprint cards, and
- prepare for electronic submission of fingerprint cards from VCIC to the Federal Bureau of Investigation (FBI).

Why do I have to be fingerprinted?

It's the law.

In order to help prevent the victimization of children by caregivers, Vermont law requires that applicants for certain positions which provide care or service to children must participate in a **Vermont Criminal Information Center** record check which includes a FBI national criminal record check. Because record checks based on the name and date of birth of an applicant can result in misidentification, fingerprints are used as the basis for the record check process. Fingerprinting is a cost-effective and non-intrusive way to protect applicants from false reports since no two individuals have ever been shown to have the same fingerprints.

What is the process?

If you are a student teacher or teacher working under a provisional or emergency license:

Student teachers and teachers working under a Provisional or Emergency license will begin their process at the supervisory union office. After receiving the appropriate forms, applicants visit one of the Vermont Identification Centers to have their fingerprints taken. **The Office of Educator Licensing strongly recommends that applicants take advantage of the LIVESCAN process at one of the eight centers listed on the back of this sheet.**

After the fingerprints are taken, the applicant must take or send the paper fingerprint card or the fingerprint receipt (if taken by *LIVESCAN*) back to the supervisory union and complete the process.

If the supervisory union processes your criminal record check, the supervisory union will receive the completed criminal record report. When an educator applies for his/her initial license, the educator must sign an Authorization to Release Criminal Record Report (available from the Licensing Office) allowing the supervisory union office to share your report with the Office of Educator Licensing.

If you are an educator applying for your first Vermont educator license:

Applicants for an educator license will begin their process by completing all application forms including the Criminal Record Check Form found in the application packet. Applicants using LIVESCAN, must visit one of the Vermont Identification Centers to have their fingerprints taken.

After the fingerprints are taken, the applicant must send the CRC form and paper fingerprint card (or the fingerprint receipt if taken by LIVESCAN) with all required application documents to the Office of Educator Licensing.

What happens if my fingerprints cannot be read?

The Office of Educator Licensing strongly recommends that applicants take advantage of the *LIVESCAN* process at one of the eight centers with this equipment to minimize the chance of returned prints. If either the VCIC or FBI rejects your fingerprints because they cannot be read, you must have the fingerprints retaken.

How long will the Criminal Record Check take?

It may take as long as 6 months to process a criminal record check through the FBI **once a good set of fingerprints is received by VCIC**. The FBI receives over 25,000 sets of fingerprints each day. Because of this volume, special arrangements or priority service is NOT AVAILABLE from the FBI. Applicants must factor this time requirement in when submitting their application form to the Office of Educator Licensing.

The Office of Educator Licensing cannot issue a license until a completed criminal record check has been received from the FBI via VCIC. We will issue a Letter of Eligibility, if this is the only item remaining in the application process. This letter will allow an educator to be employed as a teacher of record for a 6 month period.

Applicants with a Vermont Criminal Record

If VCIC or the FBI discover that an applicant has a criminal record, VCIC will return the request packet to the requesting agency (the superintendent's office or Licensing Office) for review.

Call for an appointment today!

***LIVESCAN* is available at:**

Burlington Police Department	(802) 658-2700
Hartford Police Department	(802) 295-9425
Rutland Police Department	(802) 773-1838
St. Johnsbury Police Department	(802) 748-2314
Swanton Police Department	(802) 868-4100
Washington County Sheriff's Office	(802) 223-3001
Windham County Sheriff's Office (Newfane)	(802) 365-4942
Bennington County Sheriff's Office	(802) 442-4900

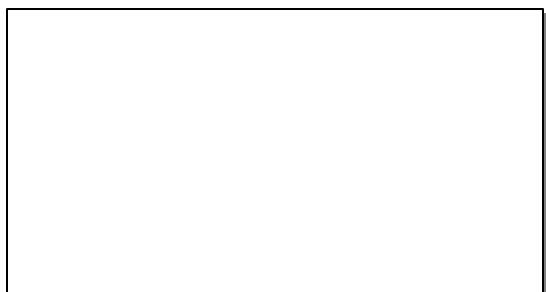
Office of Educator Licensing
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

**Place stamp
here.**

Post cards
returned
without a
stamp will
not be sent.

Instructions:

- ☐ Print your name and address on the back of this card.
- ☐ ***Place a stamp in the designated area.***
- ☐ Return this postcard with your licensing forms to the Office of Educator Licensing.
- ☐ Postcards received without proper postage or your address cannot be returned to you.



Dear Educator:

Thank you for submitting your application materials. They were received on the date indicated.

Please note this is not notification that your materials were complete or have been processed. This is notification that your materials have been received.

We will contact you if any of your materials are incomplete.

Office of Educator Licensing